



STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
152 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333



JOHN ELIAS BALDACCI  
GOVERNOR

ANNE H. JORDAN  
COMMISSIONER

To: Maine-Licensed Emergency Medical Dispatchers  
Maine EMD Centers  
From: Drexell White, EMD Coordinator  
Subject: Information and Instructions for EMD license renewal  
Date: October 24, 2008

JAY BRADSHAW  
DIRECTOR

The first license renewals for Emergency Medical Dispatchers (EMDs) will come due in January 2009. As such, I've compiled the following information to assist EMDs and EMD Center Directors in the process.

EMDs must hold a valid Maine license in order to practice in the State. There is no grace period; if an EMD's license expires, he or she cannot legally practice EMD until a renewal license has been issued. Practice of emergency medical dispatch without a valid license is a violation of Maine law and Rules and can subject the EMD and the EMD Center to disciplinary action.

I am pleased to report that through the efforts of the Maine EMD Committee, the renewal process has been streamlined. Rather than submitting copies of the required twenty-four Continuing Education Hours (CEH), EMD Center Directors have the option to use the *Maine EMS Continuing Education Reporting Form* to list and certify training for each of their EMDs. The *Form* is available on the Maine EMS website and is available as a .PDF form that can be downloaded, one that can be filled out or as an MS Word form and one formatted for Excel.

EMD Center Directors need to keep copies of the rosters and the actual continuing education certificates on which the roster is based for two years following the application date. During my annual site visits, I'll be randomly reviewing rosters and certificates as part of my responsibilities.

EMDs and EMD Center Directors are encouraged to submit license renewal applications up to ninety days prior to license expiration. Early application submission helps ensure that there's adequate time for us to review the applications and get back to the EMD and EMD Center Director in case there's a problem with the application.

I've attached copies of the EMD license renewal application form and the *Maine EMS Emergency Medical Dispatch Training Certification Record* in PDF, MS Word form and Excel formats. Also included are instructions for completing the "...Reporting Form" and a sample form

As always, should you have questions, please call or email me.

Drexell

PHONE: (207) 626-3860

TTY: (207) 287-3659

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With offices located at the Central Maine Commerce Center, 45 Commerce Drive, Suite 1, Augusta, ME 04330

## EMD Renewal License Application Process

### I. License Application

- A. The Emergency Medical Dispatcher License Renewal Application is available for download from the Maine EMS website at:

<http://www.maine.gov/dps/ems/documents/EMDIndividualRenewalApp.pdf>

- B. Applicants for EMD license renewal must complete §§ 1 – 12 of the application form and sign and date the form after reading §13. The EMD Center Director must also complete §14 and sign it in order to verify that the licensee is employed by a Maine licensed EMD Center.
- C. If the applicant checks yes to items 10, 11 or 12, they must list the requested information on the second page of the application under the “Criminal Convictions – Additional Information” section. Licensees must list criminal convictions even if the convictions have been reported on a previous application.
- D. The application that is sent to Maine EMS must contain original signatures; we cannot accept photocopied signatures.

### II. Training Requirements for Renewal

- A. In order to renew a Maine EMD license, a licensee must submit twenty-four hours of Maine EMS approved continuing education hours (CEH) in the following Maine EMS categories:

- 8 hours in Category 2 – BLS Topics
- 4 hours in Category 8 – EMD Operations
- 6 hours in Category 9 – Crisis Communications
- 6 hours in Category 10 – Special Needs

CEH must have been earned within the two years preceding the license application date. CEH older than two years are not valid.

CEH must be Maine EMS approved. Maine EMS will accept regionally approved CEH, Maine EMS standardized CEH, Maine EMS approved professional journal articles and Maine EMS approved online CEH. If any doubt occurs whether a CEH is approved for use towards license renewal, please contact Drexell White at the Maine EMS office – tel. 207-626-3864.

- B. Proof of CEH may be attached to the application in one of two forms:

- Copies of CEH attendance certificates; or,
- A completed Maine EMS *Emergency Medical Dispatch Training Certification Record* listing the type and number of CEH, described above, that have been completed by the licensee within two years previous to the application date. The form must be signed by the EMD Center Director and the form (with original signatures) attached the EMD license renewal application.

The *Emergency Medical Dispatch Training Certification Record* may be downloaded from the Maine EMS website. The form in PDF format may be downloaded from:

<http://www.maine.gov/dps/ems/documents/EMDConEdReporting%20Form.pdf>

The MS Word form-version of the form (that can be filled in electronically, then downloaded, signed and submitted) may be found at:

<http://www.maine.gov/dps/ems/documents/EMDConEdReporting%20FormFillIn.doc>

For those of you that use Excel, I've included one that has a slightly different format, but that provides some basic calculations. You can download the Excel version by going to:

<http://www.maine.gov/dps/ems/documents/EMDConEdReportingForm.xls>

EMD Center Directors that maintain an electronic version of training in formats like Excel may cut and paste the record into a new document provided that:

- The licensee's name and EMD license number appear on the form; and,
- All of the information required in the *Emergency Medical Dispatch Training Certification Record* is present on the form submitted; and,
- The certification statement appearing on the bottom of the *Emergency Medical Dispatch Training Certification Record* is included on the form; and,
- The EMD Center Director has signed and dated the form below the certification statement.

### III. Application Submission

- A. Licensees and EMD Center Directors are encouraged to submit applications for renewal up to ninety days prior to the license expiration (Note: all licenses expire on the last day of the month of expiration). The ninety-day window provides ample time for Maine EMS to review the application and request any additional of the licensee.
- B. Unless otherwise requested, applications received prior to the month of expiration will be held by Maine EMS until the month of expiration (i.e., the renewed license will expire two years from the month of expiration, not the month the application was received by Maine EMS). Licensee's may request that the license be issued sooner in cases such as CEH that would have otherwise expired if the license renewal was not processed until the month of expiration, or in cases when EMD Center Directors wish to "stagger" expiration months of EMDs licenses.
- C. Application packages should be mailed to:

Maine EMS  
152 State House Station  
Augusta, ME 04333-0152

D. Please call Maine EMS at 207-626-3860 should you have question about the application process.

#### IV. Sample *Emergency Medical Dispatch Training Certification Record*

The last page of this document is a sample *Emergency Medical Dispatch Training Certification Record*. I've included different types of CEH on the sample, including:

- Maine EMS approved CEH
- CPR certification
- Journal Articles
- Maine EMS Pre Approved Training
- Online Courses

#### V. Summary

I hope I've provided some useful information that will help make the EMD license renewal process as painless as possible. Should you have question please call me at 207-626-3764 or email me at [drexell.r.white@maine.gov](mailto:drexell.r.white@maine.gov)

## Maine EMS Emergency Medical Dispatch Training Certification Record

Licensee Name: Melvin Kaminsky

Maine EMD License #: 50000

	Course Date	Course Name	Program Sponsor	Location	Course #	CEH Cat.	CEH Hrs.
1	6/6/08	Cardiology for Basics	NEEMS	EMCC, Bangor	08-06-4-4-2-580	2	2.00
2	5/8/07	Healthcare Provider CPR	AHA	AHA, Lewiston	N/A	2	3.00
3	12/2/07	Geriatric Education for EMS	American Geriatric Soc	CRCC, Caratunk	MEMS P.A	2	5.00
4	12/2/07	"	"	"	"	10	3.00
5	6/26/07	Homeland Security for Telecommunicators	Homeland Security	MEMA, Augusta	MEMS P.A.	8	7.50
6	1/31/08	Ring Those Phones	NAED	Article	Jan/Feb 08	9	1.00
7	8/28/08	Hostage Negotiations	PowerPhone	JCRCC, Aurora	MEMS P.A.	9	7.50
8	9/8/08	Stress Mgmt in a Climate of Terrorism	Nat. Terrorism Prep	StPetersburgFL	MEMS P.A.	10	2.00
9	12/31/08	Quarterly TTY Testing	PRCC	Jim Ryan	N/A	10	2.00
10	10/20/07	NIMS 100	FEMA	Online	MEMS P.A.	8	3.00
11							0.00
12							0.00
13							0.00
14							0.00
15							0.00
16							0.00
17							0.00
18							0.00
19							0.00
20							0.00
21							0.00
22							0.00
23							0.00
24							0.00
25							0.00
Note: To update CEH hours total to the right, place the computer cursor on the "0", right click and choose "Edit Field" → Total Hours:							36

As Director of the below-named EMD Center, I hereby certify that the foregoing record of training for the EMD licensee named herein is correct and true to the best of my knowledge. I understand that making a false statement that I do not believe to be true on this application or knowingly creating or attempting to create a false impression by omitting information necessary to prevent this application from being misleading constitutes a criminal offense, and may be prosecuted as, among other offenses, unsworn falsification pursuant to 17-A M.R.S.A. § 453 (Class D) and may also result in disciplinary action against the EMD Center's license by Maine EMS.

(EMD Center Name)

(EMD Center Director (Printed name))

(EMD Center Director (Signatures))